



Memorandum

TO: Historic Landmarks Commission

FROM: Courtney Damkroger

SUBJECT: DEACCESSION OF ITEMS IN CITY
COLLECTIONS

DATE: December 17, 2001

APPROVED:

DATE:

BACKGROUND

Chapter 2.08.2630 of the City of San Jose Municipal Code outlines the Historic Landmarks Commission Functions, powers, and duties (attached). Sections B., C., D., and E., address the preservation, acquisition and disposal of items belonging to the City and History San Jose.

ANALYSIS

History San Jose is under contract with the City to manage the collection housed at History San Jose sites. The History San Jose Collections Policy states that "...deaccessioning is a thoughtful process of reviewing the collection and removing items that are not relevant, or are a danger to the collection." Items proposed for deaccessioning have been inspected by the Collection Department staff and have been found to be in poor condition, duplicates of items in better condition, or a danger to the collection and staff. The Historic Landmarks Commission is to review and comment on items proposed for deaccession.

History San Jose proposes the deaccessioning of a number of items and will discuss their current deaccessioning program with the Commission over the next couple of months. Planning staff understands that many of the items proposed for deaccessioning at this time by Historic San Jose are located in a warehouse the organization must vacate. Attached please find a list of the deaccession candidates provided to the Historic Landmarks Commission from History San Jose.

RECOMMENDATION

Planning staff recommends that following the presentation on the current deaccessioning program the Commission provide comments to History San Jose. The comments will be transmitted to the City Manager.

Courtney Damkroger
Historic Preservation Officer

Attachments

Pbce/002/historic/1-9-02/hsj deaccessioning SR

